







Deleting documents and folders and categories

Procedure

1. Start the transaction using the menu path or transaction code.

Home Page of InfoView

Go directly to:

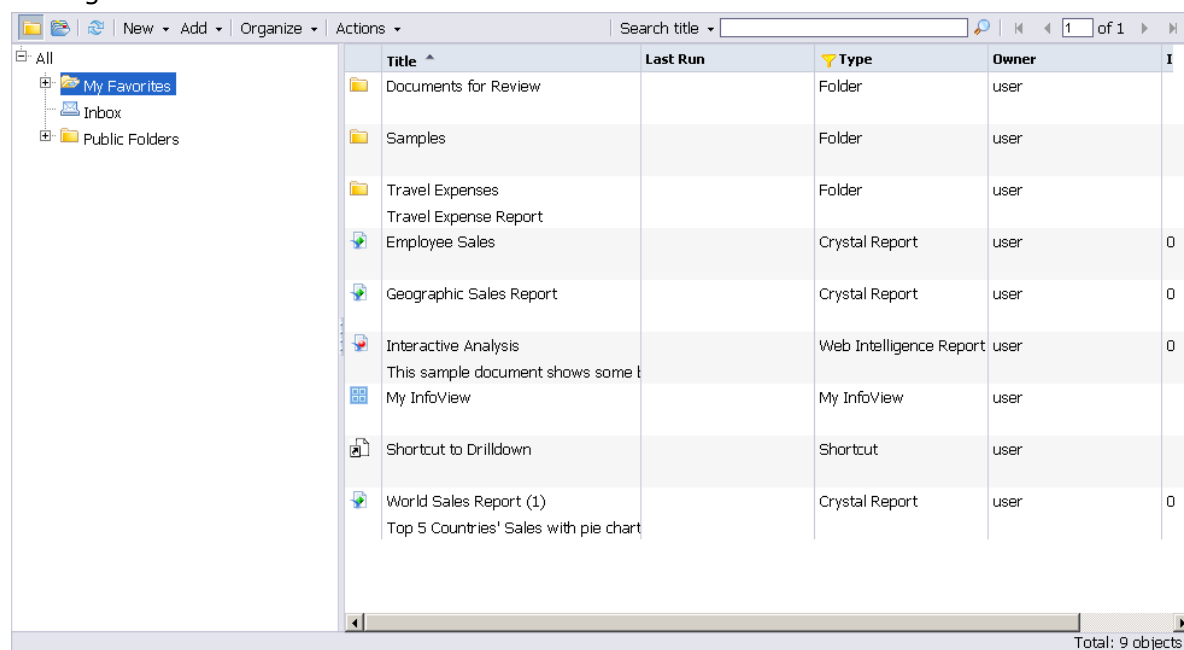
-  [Document List](#)
-  [My Favorites](#)
-  [My Inbox](#)
-  [My Preferences](#)
-  [Information OnDemand Services](#)
-  [Help](#)

InfoView

2. Click the **Document List** object.

Deleting documents and folders and categories

Listing



The screenshot shows the Business Objects Explorer window. On the left is a navigation pane with 'All', 'My Favorites', 'Inbox', and 'Public Folders'. The main pane displays a table of objects. The table has columns: Title, Last Run, Type, Owner, and I. The objects listed are: Documents for Review (Folder), Samples (Folder), Travel Expenses (Folder), Travel Expense Report (Folder), Employee Sales (Crystal Report), Geographic Sales Report (Crystal Report), Interactive Analysis (Web Intelligence Report), This sample document shows some t (Web Intelligence Report), My InfoView (My InfoView), Shortcut to Drilldown (Shortcut), and World Sales Report (1) (Crystal Report). The status bar at the bottom right indicates 'Total: 9 objects'.

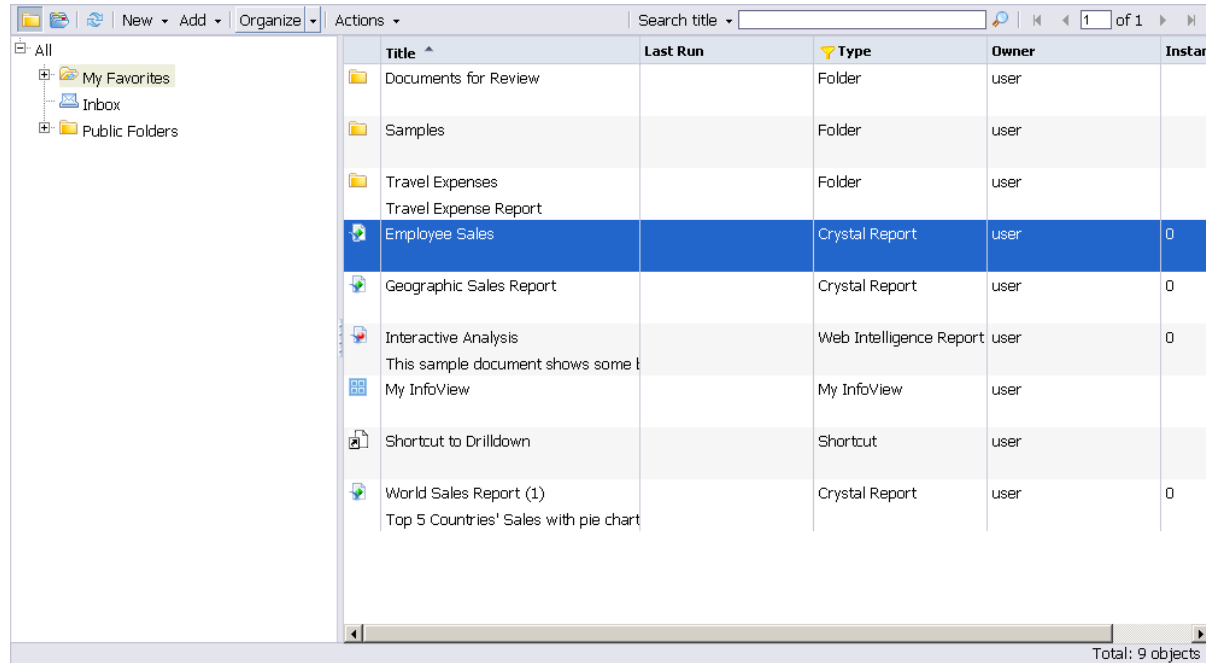
Title	Last Run	Type	Owner	I
Documents for Review		Folder	user	
Samples		Folder	user	
Travel Expenses		Folder	user	
Travel Expense Report		Folder	user	
Employee Sales		Crystal Report	user	0
Geographic Sales Report		Crystal Report	user	0
Interactive Analysis		Web Intelligence Report	user	0
This sample document shows some t		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Shortcut to Drilldown		Shortcut	user	
World Sales Report (1) Top 5 Countries' Sales with pie chart		Crystal Report	user	0

3. Click the **Employee Sales** object.

In this example, you will delete documents, folders, and categories.

Deleting documents and folders and categories

Listing



The screenshot shows the Business Objects Explorer window. On the left is a navigation pane with 'All', 'My Favorites', 'Inbox', and 'Public Folders'. The main pane displays a table of objects. The 'Employee Sales' object is selected, highlighted in blue. The table has columns for Title, Last Run, Type, Owner, and Instance.

Title	Last Run	Type	Owner	Instance
Documents for Review		Folder	user	
Samples		Folder	user	
Travel Expenses Travel Expense Report		Folder	user	
Employee Sales		Crystal Report	user	0
Geographic Sales Report		Crystal Report	user	0
Interactive Analysis This sample document shows some t		Web Intelligence Report	user	0
My InfoView		My InfoView	user	
Shortcut to Drilldown		Shortcut	user	
World Sales Report (1) Top 5 Countries' Sales with pie chart		Crystal Report	user	0

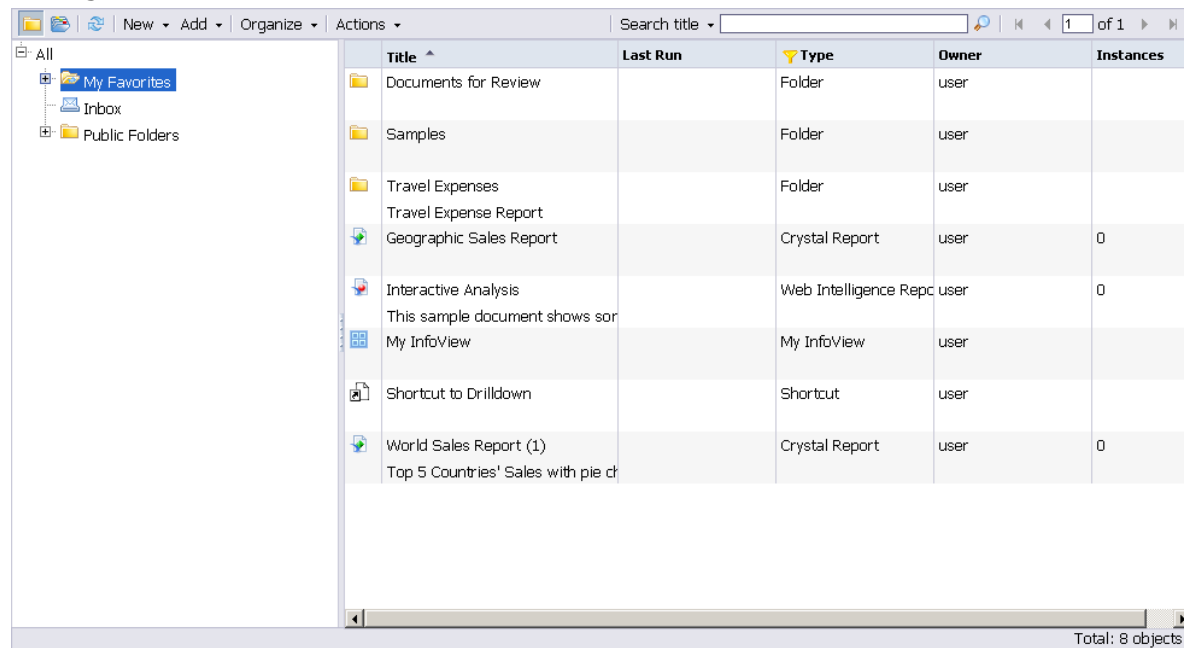
Total: 9 objects

4. Click **Organize**.
5. Click **Delete**.
6. Click **OK**.

You will be prompted to confirm the action.

Deleting documents and folders and categories

Listing



The screenshot shows the Business Objects Explorer window. On the left is a tree view with 'All' expanded, showing 'My Favorites', 'Inbox', and 'Public Folders'. The main pane displays a table of objects. The table has columns: Title, Last Run, Type, Owner, and Instances. The objects listed are: 'Documents for Review' (Folder, user), 'Samples' (Folder, user), 'Travel Expenses' (Folder, user), 'Travel Expense Report' (Crystal Report, user, 0 instances), 'Geographic Sales Report' (Crystal Report, user, 0 instances), 'Interactive Analysis' (Web Intelligence Report, user, 0 instances), 'My InfoView' (My InfoView, user), 'Shortcut to Drilldown' (Shortcut, user), and 'World Sales Report (1)' (Crystal Report, user, 0 instances). The status bar at the bottom right indicates 'Total: 8 objects'.

Title	Last Run	Type	Owner	Instances
Documents for Review		Folder	user	
Samples		Folder	user	
Travel Expenses		Folder	user	
Travel Expense Report		Crystal Report	user	0
Geographic Sales Report		Crystal Report	user	0
Interactive Analysis		Web Intelligence Report	user	0
This sample document shows sorted data by country		My InfoView	user	
My InfoView		My InfoView	user	
Shortcut to Drilldown		Shortcut	user	
World Sales Report (1)		Crystal Report	user	0
Top 5 Countries' Sales with pie chart				

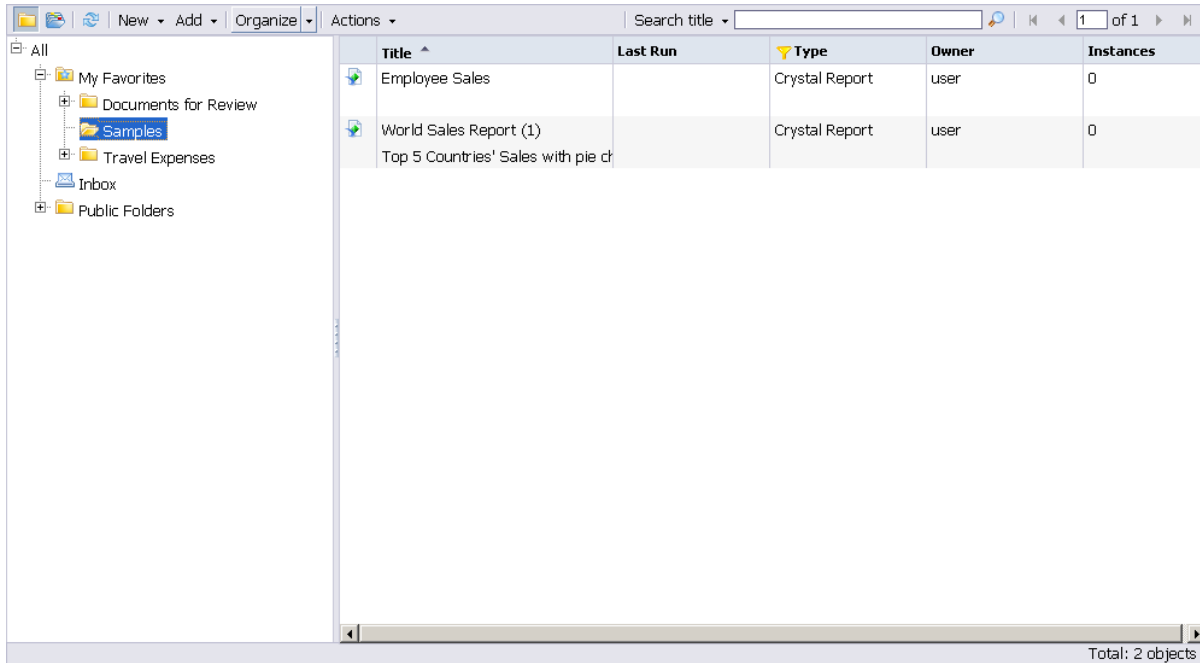
- Click the + button before the **My Favorites** tree item.

The document has been deleted from InfoView.

- Click the **Samples** object.

Deleting documents and folders and categories

Listing



Title	Last Run	Type	Owner	Instances
Employee Sales		Crystal Report	user	0
World Sales Report (1) Top 5 Countries' Sales with pie ch		Crystal Report	user	0

Total: 2 objects

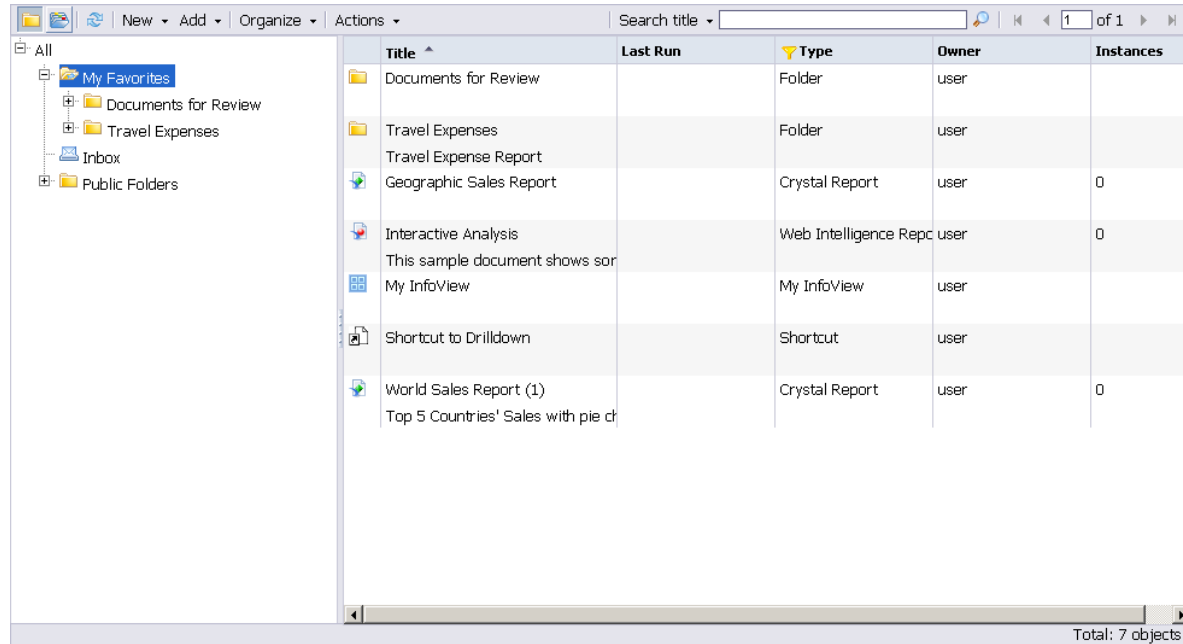
9. Click the **Organized** drop-down menu.
10. Click **Delete**.

Caution: When you delete a folder, you also delete the contents of the folder. If you want to delete a folder, but not the contents within it, move the contents to another folder first.

11. Click **OK**.

Deleting documents and folders and categories

Listing



The screenshot shows the Business Objects Explorer window. On the left is a 'My Favorites' tree with 'Documents for Review' and 'Travel Expenses' selected. The main pane displays a table of objects.

Title	Last Run	Type	Owner	Instances
Documents for Review		Folder	user	
Travel Expenses		Folder	user	
Travel Expense Report				
Geographic Sales Report		Crystal Report	user	0
Interactive Analysis This sample document shows sor		Web Intelligence Repc	user	0
My InfoView		My InfoView	user	
Shortcut to Drilldown		Shortcut	user	
World Sales Report (1) Top 5 Countries' Sales with pie ch		Crystal Report	user	0

Total: 7 objects

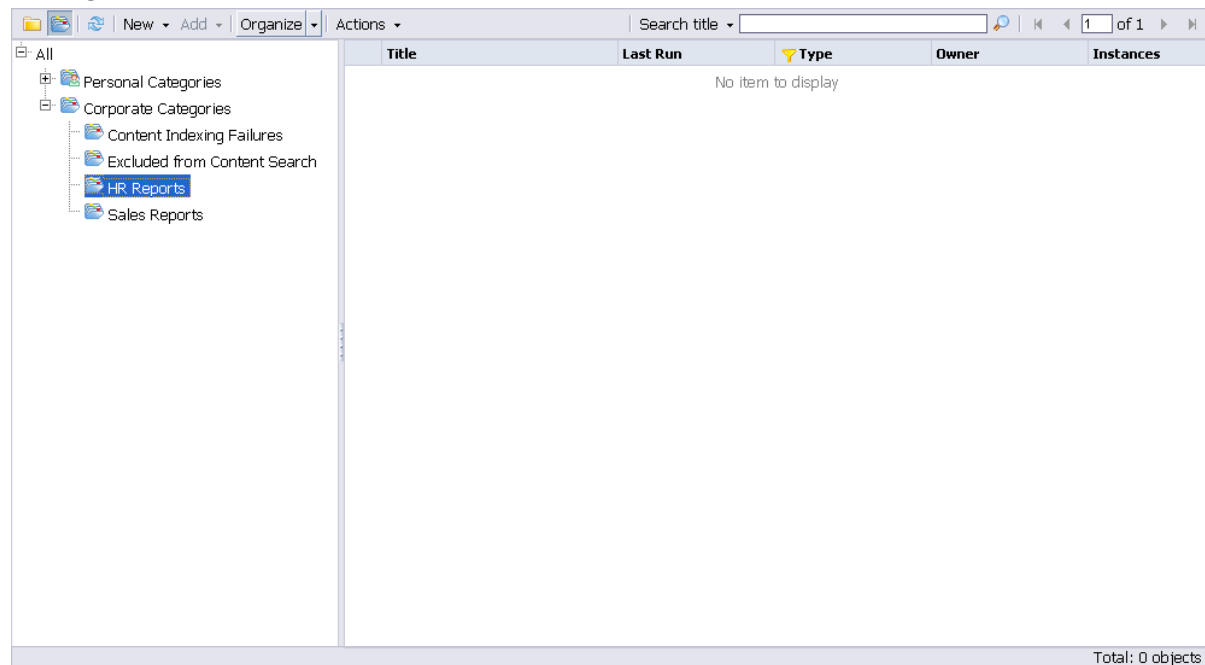
12. Click **Show Categories** .

Deleting categories is similar to deleting folders.

13. Click the + button before the **Corporate Categories** tree item.
14. Click the **HR Reports** object.

Deleting documents and folders and categories

Listing



15. Click the **Organize** drop-down menu.

16. Click **Delete**.

Note: When you delete a category you will not delete the documents assigned to that category. The category will no longer exist, but the documents assigned to the category will still exist in the folder they reside in. This is because documents reside in folders and are only associated with categories as an additional method of classification.

However, you can delete a document from InfoView while in the Category view, if you select the document in the Workspace Panel and click the X button from the Workspace toolbar.

17. Click **OK**.